

## SKILLS AND TRAINING FUND - APPLICATION

Please make sure that you have read the [Funding Restrictions](#), [Guidance Notes](#), [Terms of Bidding](#) and [Terms of Funding](#).

Please note that your signature on this application form below confirms your acceptance of the Terms of Funding

To complete and submit this form, please follow this process:

1. Download the form and save it to your computer
2. Complete all fields
3. Please ensure that you regularly save this application as changes are made
4. Save and send the completed form to [skills.training@citb.co.uk](mailto:skills.training@citb.co.uk)  
**Please note we do not accept scanned copies.**

### Section 1: Tell us about your organisation

#### To be eligible for funding you must:

Have less than 100 PAYE staff	Yes
Be up to date with the CITB Levy Return and associated payments	Yes
Are you registered with CITB? If you are not, please do not continue, you will need to register before we can progress your application please visit <a href="https://www.citb.co.uk/levy">https://www.citb.co.uk/levy</a>	Yes

If you have previously been successful in applying for funding. Please make sure you have returned the completion form and supporting evidence to [fundingcontracts@citb.co.uk](mailto:fundingcontracts@citb.co.uk) in order to progress your application.

Please select your organisation type

Please select your organisation type	
Organisation name	
First name of staff member completing form	
Surname	
Your email address	
Your telephone number	
Address	
Postcode	
CITB Registration Number	
Training start date	
Training end date	

• Please ensure '.pdf' is at the end of the saved name and to remove the '.tmp'. To do this, please click: 'Save', then 'Save As', and ensure that you are saving the form as a '.pdf' instead of a '.tmp'.

Please save this application as changes are made.

Please give your contact details here. The contact details must be for the employer who is applying for the funding, not a third party.

## WHAT'S YOUR GOAL?

Please submit application form via email to [skills.training@citb.co.uk](mailto:skills.training@citb.co.uk)



How did you hear about the Skills and Training Fund?

If you selected 'other' please provide detail here

**We award Skills and Training funding in advance of your activity - for prompt payment, please provide your organisation's bank details**

Account contact email address

Organisation name on the bank account

Bank sort code

Bank account number

Name of bank

**Section 2: Tell us about your training needs** (this section will be assessed as accept or decline, as explained in the Terms of Bidding)

**Please provide information about the training you are applying for**

Which of the following statements best describes your business?

- 1. We do training only when necessary to meet legal requirements e.g. H&S, CSCS, Scaffolding, first aid etc
- 2. We see huge value in training and go beyond that of the legal requirements alone but can struggle with resources / funding and don't always know where to get advice from
- 3. We offer an array of training options and have someone who manages this for our business. We know who the training providers are and what funding is available

A. What are the challenges or opportunities that your organisation is currently facing?

Maximum 500 words

B. How will the training that you have requested help you to address the challenges or opportunities that you have described and what difference will it make to your business?

Maximum 500 words

C. Who will receive the training? (Please include their job title/ role in your organisation.)

Maximum 500 words





**Section 4: Information about your training provider and the quality of training that will be delivered** (this section will be assessed as accept or decline, as explained in the Terms of Bidding)

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A: How have you assessed that the chosen provider(s) offers value for money?

Maximum 250 words



## Declaration

I accept the Terms of Bidding and Terms of Funding	Yes
I accept and agree to deliver the project in accordance as outlined in Section, 2, 3 and 4 (if appropriate) submitted as part of our funding application	Yes
I agree CITB to use our company name project details for promotional purposes and prepare case studies/videos as required	Yes
I agree to submit a project completion form and retain evidence of training expenditure	Yes

## Signature

**Please type your signature to confirm that all details outlined in the application form are correct, this must be typed by the main applicant.**

Signed:

Date:

## Review and submit

**When you have finished, please save this application form. Take time to review and submit your application to [skills.training@citb.co.uk](mailto:skills.training@citb.co.uk)**

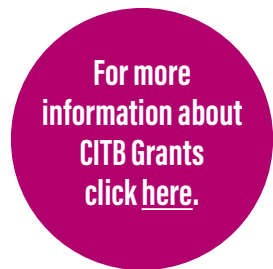
Scanned applications are not accepted. Please ensure you return a copy of the PDF application form.

### Fair Processing Notice:

The information you provide to us will be used for processing your funding application and for purposes connected with our role as an Industrial Training Board in accordance with the Industrial Training Act 1982.

For information explaining your legal rights and how we use your information, please view our Privacy Notice online at [citb.co.uk/privacy](https://citb.co.uk/privacy)

Your data will be held securely and treated confidentially. It will not be disclosed to external parties other than as required for the purposes described.



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## SKILLS AND TRAINING FUND - GUIDANCE NOTES

### Skills and Training funding

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Skills and Training provides funding for micro and small construction companies like yours, to provide assistance with developing a stronger skills base. Specifically the fund provides an enhanced incentive for CITB Grant eligible training. The following guidance notes provide further information of the types of training that are eligible and instructions on how to complete the application form.

CITB Levy registered employers with PAYE staff of (1-99) are eligible to apply for funding which supports the delivery of skills and training interventions

- 1-49 PAYE staff can receive up to £5,000
- 50-74 PAYE staff can receive up to £7,500
- 75-99 PAYE staff can receive up to £10,000

The fund is open from 1 April 2019 to the 29 March 2020.

You can submit an application at any time during this period. Assessment dates can be found at <https://www.citb.co.uk/skillsandtraining>

### How to submit the application form

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If you have any problems with completing your application form please contact [skills.training@citb.co.uk](mailto:skills.training@citb.co.uk)

### Guidance on completing the application form

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Before you start, you should:

- Fully read these guidance notes
- Review the terms of bidding
- Review the terms of funding
- Review the funding restrictions





**Section 1: Tell us about your organisation** (the purpose of this section is to identify whether your application meets all eligibility requirements, that you have a valid CITB registration number and have a current Levy Return)

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**Organisation name**

This must be the name of the organisation applying for funding. The organisation must be eligible to receive the requested funding. Select the type of organisation from the drop-down menu, to confirm your eligibility.

**The name, email address and telephone number**

These must belong to the person submitting the application, who in turn must be employed by the organisation applying for funding.

**CITB registration**

Please provide your CITB registration number. This will help us to confirm the amount of funding you are eligible to receive and that you are eligible to apply.

**How did you hear about the CITB fund?**

We would like to know how you heard about us.

**Bank details**

Providing your bank details now will help reduce the time it takes to receive funding, if your application is approved. This payment can only be made to the eligible organisation and not third parties, such as training providers.



**Section 2: Tell us about your training needs** (this section will be assessed as acceptable or declined, as explained in the Terms of Bidding)

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**What are the challenges or opportunities that your organisation is currently facing?**

An acceptable answer will clearly describe the problems or opportunities your organisation is currently facing.

**How will the training that you have requested help you to address the challenges or opportunities that you have described and what difference will it make to your business?**

An acceptable answer will clearly explain how your training solution will address these problems or opportunities and directly explain what difference the funded project will make to your business.

**Who will receive the training?**

An acceptable answer will clearly specify who the beneficiaries of the training will be including their job title/role in your organisation.

**Section 3: What training are you going to do?** (this section will be assessed as acceptable or decline, as explained in the Terms of Bidding)



**The Skills and Training funds an enhanced incentive for construction courses that attract CITB grant**

**Construction courses that attract CITB Grants**

**Full course title**

An acceptable answer will clearly provide the full name of the course or training as it appears on course documentation. List every course or training intervention you plan to deliver as part of the funded project. For details on CITB approved courses please visit <https://www.citb.co.uk/grant/>

If it is a construction course and is not on the approved list, then you can **submit a request** for it to be considered **here**.

**Training provider**

Please enter the name of the training provider.

**Start/end dates**

Provide the start and end date of each listed course or training intervention.

**Number of people to attend**

Please enter details of the number of people who will complete the course.

**Total cost of training**

Provide the total cost of each course or training intervention, as quoted by the supplier where possible. This should be the total cost for all the people that you have stated who will undertake that training. For employers that are VAT registered you should exclude VAT in the amount requested for funding. For employers that are not VAT registered you should include VAT in the amount requested for funding.

**Total CITB Grant**

Provide the total amount of CITB grant you can claim for each course or training, please refer to the CITB grant pages for more information. List the total amount of grant available for all individuals you have stated will undertake the listed training.

Example:

Full course name To find CITB approved courses please visit our <a href="#">website</a>	Training provider	Training start date	Training end date	Number of people to attend	Total cost	Total Grant (please deduct any grant as required)	Funding requested (total costs minus Grant)
NVQ Level 2 Brick Work	HJM Training Centre	01/02/19	02/02/20	2	£2000	£1200	£800

Please make sure you have signed-up to CITB grants online to claim any CITB grants <http://www.citb.co.uk/sign-up-to-citb-online>

## Section 4: Information about your training provider and the quality of training that will be delivered (this section will be assessed as acceptable or decline, as explained in the Terms of Bidding)

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### Question A: How have you assessed that the chosen provider(s) offers value for money?

An acceptable answer will confirm that you have received quotes from other providers for similar courses or provide a plausible explanation as to why you were not able to obtain any other quotes.

### Review and submit

When you have finished, take time to review your application and ensure that you have answered all relevant questions.

Then submit as instructed on the form.

As there is a limit to the funding available under the Skills and Training, the demand for funding could exceed the total amount of funds available. Below are some of the steps we may take if this happens.

- Allocate a reduced amount of funding to projects
- Defer your application to a later date when funds become available
- Reallocate funds across the investment portfolio.

### Next steps

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Please visit the website [citb.co.uk/skillsandtraining](https://citb.co.uk/skillsandtraining)